

Welcome *to the Eastern Winery Exposition (EWE)*, structured specifically for the eastern wine industry. This is your show, designed specifically with you in mind. This is a buying show intended for and attended by vineyard and winery owners/mangers in the eastern wine market.
Quality Event Management has appointed **Capital Convention Contractors, Inc.** as the Official General Contractor for EWE 2015.

For your convenience, please see the *Official EWE Exhibitor Service Manual* (below). It is a comprehensive resource, detailing every aspect of your booth package and show participation.

Please review the contents of this packet thoroughly as some of the forms are time-sensitive and require your immediate attention. Placing your orders in advance is a logical way to **save time & money**. We highly encourage it.

Please see pages 3 and 4 for hotel reservation information if you haven't already reserved a room.

Quality Event Management endeavors to make every aspect of your trade show experience as smooth and productive as possible. If you have any questions, please contact me at (401) 885-8788 ext. 11 or visit www.easternwineryexposition.com for ongoing updates and exhibitor information.

I look forward to working with you.

Cheers,

Bob Mignarri
Show Manager

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Important Dates to Remember	***Deadline***
Final Booth Payment Due* *If your deposit was paid by credit card, the same credit card will be automatically charged the remaining balance on January 1, 2015. Please note that your credit card statement will reflect a charge from Quality Event Management for this tradeshow transaction. If you paid your deposit by check, final payment is due January 5, 2015.	January 5, 2015*
Hotel Reservations	March 1, 2015

EWE Headquarters Hotel
Crowne Plaza Syracuse

701 East Genesee Street
Syracuse, NY 13224
Phone: 315-479-7000 or 800-227-6963
Fax: 315-472-2700
www.cpsyracuse.com

Room Rate: $128 plus applicable taxes, valid March 16, 17, 18 and 19, 2015

The Crowne Plaza Syracuse is proud to be the headquarters hotel for the 2015 Eastern Winery Expositions
The booking code *EWE* is pre-populated so just enter the check-in /out dates you require and the special rate of $128.00 will automatically be applied to the nights of March 16, 17, 18 and 19. A credit card will be required by the hotel to make the reservation. If you experience any problems, please contact the Crowne Plaza Syracuse directly at either number listed above.

If you plan to extend your stay before March 16 or after March 19, you must *call* the hotel directly to make your reservation.

Make reservations by …….

The Sheraton Syracuse University Hotel & Conference Center

801 University Avenue
Syracuse, NY 13210
Phone: 315-475-3000
Toll Free: 800-395-2105
www.sheratonsyracuse.com

Room Rate: $130-150 plus applicable taxes, valid March 16, 17, 18 and 19, 2015

Reservations:
• Call 315-475-3000 or 800-395-2105 and press #2 when prompted for Reservations. You must identify yourself as being with the Eastern Winery Exposition to ensure receipt of the conference rate.
• All reservations must be made by 5:00 pm ET on March 1 in order to be guaranteed a room at the 2015 EWE conference rate.
• The hotel will accept reservations after March 1, 2015 based on availability at the best available rate.

The Genesee Grande Hotel

1060 East Genesee Street
Syracuse, NY 13210
Phone: 315-476-4212 or 800-365-4663
Email: hospitality@geneseegrande.com
www.geneseegrande.com

Room Rate: $119 plus applicable taxes

Reservations:
Call 800-365-4663 and ask for the Eastern Winery Exposition block for the discounted rate of $119 per night, per room.

	Deadline
Capital Convention Contractors freight handling services The deadline to receive freight at the advance warehouse will be March 12, 2015. The address for shipping to the warehouse is YRC Freight c/o: Capital Convention Contractors 6990 Northern Blvd. E. Syracuse, NY 13057. Please call Capital if you need to arrange a later date for shipping to their warehouse. Any freight left on the show floor March 19, 2015 after 9 pm will be sent via YRC Freight to the exhibitor at the exhibitor's expense.	March 12, 2015
The Oncenter Convention Center Forms Online ordering. If questions or issues please contact 315-435-8079	March 9, 2015
Capital Convention Contractors Forms Fax enclosed forms to (508) 351-9911 or email help@capitalconventions.com	March 3, 2015

EXHIBITOR SERVICES – Your full service trade show team!

TRADE SHOW MANAGEMENT & SALES

Quality Event Management (QEM) is the official management company. We are involved in every aspect of the show and can be a useful resource for you to call upon during your preparations – we're at your service.

Quality Event Management
Contact: Bob Mignarri
3970 Post Road
Warwick, Rhode Island 02886

ph: (401) 885-8788 x11
fax: (401) 886-8020
email: bob@easternwineryexposition.com.com
website: www.easternwineryexposition.com

OFFICIAL SHOW CONTRACTOR

The official service contractor for the trade show is Capital Convention Contractors and their order forms are included in this service manual & can also be downloaded from their website at: www.capitalconventions.com.

Capital Convention Contractors
Contact: Eric Palm
10 Technology Drive, Suite 40
Hudson, MA 01749

ph: (877) 335-3700
fax: (508) 351-9911
email: help@capitalconventions.com
website: www.capitalconventions.com

The Oncenter Convention Center

Contact: Amanda Card | Sr. Event Manager
The Oncenter Convention Center
800 South State Street, Syracuse NY 13202 | (P) 315-435-8079 | (F) 315-435-8099
Website: http://www.oncenter.org

GENERAL INFORMATION

SHOW LOCATION

EWE is being held at The Oncenter Convention Center located in downtown Syracuse.
It is a union facility.

800 South State Street
Syracuse, NY 13202
ph: 315-435-8079
fax: 315-435-8099
website: http://www.oncenter.org

BOOTH LOCATIONS

All booths are located on the same exhibit floor in Exhibit Halls A & B.

TRADE SHOW HOURS

Wednesday, March 18, 2015	Thursday, March 19, 2015
11:00 a.m. - 5:45 p.m.	9:15 a.m. - 2:30 p.m.

Exhibitor sponsored luncheon in exhibit hall on Thursday, noon to 1:30 pm.

EXHIBITOR MOVE-IN

Tuesday, March 17, 2015	Wednesday, March 18, 2015
Time: 1:00 p.m. – 9:30 p.m.	Time: 7:45 a.m. – 11:00 a.m.

Contracted exhibitors are not permitted to move in prior to the date and times detailed above unless contacted by Eric Palm of Capital Convention Contractors concerning earlier move in. **Exhibitors can bring in their own products/equipment without the use of forklifts or pallet jacks**. Carts and dollies will not be available on-site.

The Oncenter Convention Center will not accept freight. All shipments must be handled by Capital Convention Contractors. – See the enclosed Drayage and Material Handling forms for more details.
Fax enclosed Drayage and Material Handling forms to (508) 351-9911 or email help@capitalconventions.com

The deadline to receive freight at the advance warehouse is March 12, 2015
YRC Freight
c/o: Capital Convention Contractors
6990 Northern Blvd.
E. Syracuse, NY 13057

EXHIBITOR MOVE-OUT

Thursday, March 19, 2015
Time: 2:30 p.m. – 10:00 p.m.

Tear-down may not begin until after 2:30 p.m. on Thursday March 19th. Contracted exhibitors are not permitted to move out before the date and times detailed above.

Any freight left on the show floor March 19, 2015 after 10:00 pm will be sent via YRC Freight to the exhibitor at the exhibitor's expense.

TRADE SHOW COLORS & FLOOR

Show Colors for booths: Alternating burgundy and gray booth drape, as well as the skirt color on the tables provided.
Booth Floor: Concrete Floor, which has existing grey carpet.

DIMENSIONS & LOAD LIMITS

- Floor load limit: 350psf max.
- Exhibitors don't need to use freight loading in on ground level. Loading doors into the Exhibit Hall are: Into Exhibit Hall A, 10' 7 ½" wide and 14' tall. Exhibit Hall B roll-up is 17' 5" wide by 19' 3" tall.
- Ceiling height: 32' to the lowest steel and 42' to the highest steel.

BOOTH PACKAGE

The standard booth includes draped 8' high burgundy & gray back panel and 3' draped burgundy or gray side rails.

- One 6' table skirted in black
- Two chairs
- Company ID sign

The exhibitor booth area has existing grey carpet

Electricity is not provided and must be ordered through the convention center. See enclosed order form.

Exhibitors may carry in their own materials or have them shipped in and set up by the show decorator.

BOOTH CONSTRUCTION

All linear booths (booths with at least one booth on either side) cannot have displays or signage exceeding 8' in height. Also, no display or signage above 4' may be placed in the front 4' of the exhibit booth. Exceptions are made for exhibitors' product/equipment. There is no restriction on the height of the exhibitor product/equipment as long as signage is not displayed on the equipment. Island booths (booth with four aisles) have no height restrictions on equipment or signage/display.

SHIPPING

The Oncenter Convention will not accept freight. All shipments must be handled by Capital Convention Contractors. – See the enclosed Drayage and Material Handling forms for more details.

Fax enclosed Drayage and Material Handling forms to (508) 351-9911 or email help@capitalconventions.com

The deadline to receive freight at the advance warehouse is March 12, 2015
YRC Freight
c/o: Capital Convention Contractors
6990 Northern Blvd.
E. Syracuse, NY 13057

EXHIBITOR RULES AND REGULATIONS

The Oncenter will not accept freight. Please refer to the Drayage form, included in this packet for shipping / freight instructions. Excessive fees will be charged to those Exhibitors shipping freight to the Center and Hotel.

Independent companies hired to work for an Exhibitor must provide a Certificate of Insurance to the The Oncenter Convention Center thirty (30) days prior to the show.

The Oncenter Complex will provide perimeter and building-access security only.

Food & Beverage:
Please note that special food & beverage sampling provisions have been made for Eastern Winery Exposition allowing samples of food and beverage during the exhibit hours. Liquids are limited to 2 oz. and food to 4 oz. and all proper health permits and tasting permits must be filed prior to the event and a copy supplied to the venue. Only exhibitors who produce the beverages will be allowed to do tasting. I.e. exhibitors, wholesalers or distributors may do tastings.

Exhibitor Registration

As an Eastern Winery Exposition 2015 exhibitor, you may register as many staff as you require operating your booth. There is no charge for exhibitor badges. Your exhibitor badge grants you access to the following:

- Exhibit Hall, move in March 17; exhibit days March 18-19, with lunch in the hall on the 19th.
- All Seminar Sessions, March 18-19 (on a space-available basis)

Each exhibiting company is also entitled to one complimentary pass to the Welcome Wine Reception on March 17. Additional passes may be purchased at a reduced rate of $10.00/pass. These discounts will automatically be applied when you register.

Passes for the 4th Annual EWE Industry Celebration Dinner and the Buffet Lunch Social on March 18 are also available for purchase in the A La Carte section of the registration form.

Exhibitor Registration Process

All Exhibitors need to pre-register online by March 12. The online registration system gives you 24/7 access to your registration information, allowing you to make changes, cancellations, and additions at any time in the months leading up to the show. For your password Contact Bob Mignarri at 401-885-8788; email bob@easternwineryexpositio.com or joseph@conexsys.com; 877-393-3979.

Lead Retrieval

Lead retrieval systems are available for rent via CONEXSYS Registration. Order early to save. The Early Bird rate of $200.00 will be applied to all orders/payments received by March 3. Orders placed after March 3 or onsite will be charged $230.00. Visa, MasterCard, American Express, and Checks are accepted. *Please note each exhibitor can receive the attendee list -pre or -post show at no charge in an Excel database.*

You may submit your order online, by fax, or mail. The order form is located on page 44 & 45 in this manual.

Bar code scanners may be picked up onsite at the Lead Retrieval Services Desk located with the EWE Registration Desk.

THE ONCENTER

CONVENTION CENTER • ARENA • THEATERS

Parking and Location



1. The Oncenter Garage
2. The Oncenter Lot
3. Murbro Lot # 8
4. Murbro Lot # 2
5. Murbro Lot # 1
6. Midtown Lot
7. Galleries Garage
8. Harrison Garage
9. Hotel Syracuse Garage
10. Warren St. Garage
11. Fayette St. Garage
12. Allright City Hall
13. Keybank Lot
14. State Tower Garage
15. M&T Garage
16. Murbro Lot # 7
17. Murbro Lot # 7
18. Murbro Lot # 15
19. Fleet Bank Lot
20. Allright Lot (Clinton Square)
21. Atrium Garage
22. Murbro Lot (Armory Square)
23. O'Donnell Parking
24. Washington St. Garage
25. Murbro Lot (Federal)
26. Murbro Lot (Landmark)
27. Center Armory Garage
28. Murbro Lot # 14
29. Murbro Lot # 26
30. Shoppers Garage
31. HSBC Garage
32. Murbro Lot # 11
33. Murbro Lot

THE ONCENTER

Meet. Play. Celebrate. Syracuse



Exhibitor Kit Packet

DIRECTIONS, LOADING DOCKS AND PARKING FOR THE ONCENTER CONVENTION CENTER

DRIVING DIRECTIONS

From the NYS Thruway (I-90)

Exit 36, Rt. 81 South to Syracuse. Harrison Street Exit 18, right on Harrison, two blocks, left on State Street, left into The Oncenter parking garage.

From the North

Rt. 81 South to Harrison Street Exit 18, right on Harrison, two blocks, left on State Street, left into The Oncenter parking garage.

From the South

Rt. 81 North to Adams/Harrison Street Exit 18. Straight one block, left on Harrison, two blocks, left on State Street, left into The Oncenter parking garage.

From the East and West

690 East or West, West Street Exit, follow West Street, 5th light left on Shonnard Street which turns into East Adams. Follow East Adams, 7th light turn left onto South State Street, right into The Oncenter parking garage.

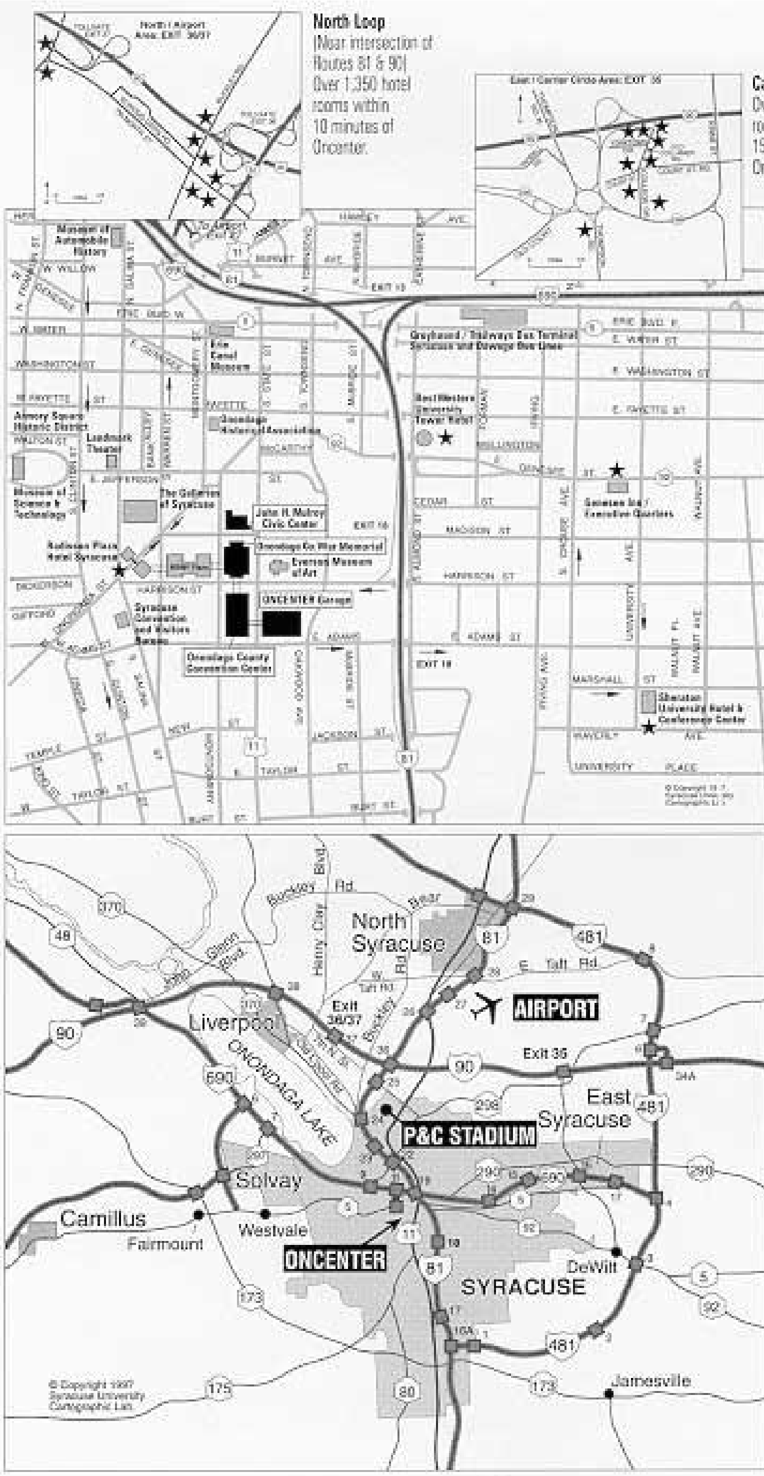
Parking

Parking for all vehicles is available our 1,000-car parking garage with an enclosed walkway to The Oncenter Convention Center or our 300-car parking lot. The both are located on the corner of South State Street and Adams Street. Parking rates will be listed in your contract with The Oncenter

Loading Docks

From Rt. 81 North or South take Exit 18, turn on to Harrison, three blocks cross over State Street, left on Montgomery Street, the loading docks for The Oncenter will be on the left.
All deliveries and load-ins are to be done at the loading docks.

DOWNTOWN SYRACUSE MAP



Key
★ Hotels

Downtown

Over 1,300 hotel rooms within the downtown area.

University Area

Carrier Dome, S.U. campus, and the 232-room Sheraton University Hotel within 5 minutes of Oncenter.

How to get to Oncenter:

From the NYS Thruway (I-90)

Exit 36, Rt. 81 South to Syracuse.
Harrison Street Exit 18, right on Harrison, two blocks, left on State Street, left into Oncenter Parking Garage.

From the north

Rt. 81 South to Harrison Street Exit 18, right on Harrison, two blocks, left on State Street, left into Oncenter Parking Garage.

From the south

Rt. 81 North to Adams/Harrison Street Exit 18. Straight one block, left on Harrison, two blocks, left on State Street, left into Oncenter Parking Garage.

Flight times from major cities:

Boston	100 minutes
Cleveland	110 minutes
Montreal	75 minutes
New York	60 minutes
Ottawa	50 minutes
Philadelphia	60 minutes
Pittsburgh	100 minutes
Toronto	60 minutes
Washington DC	110 minutes

FREIGHT HANDLING AND SHIPMENT OF MATERIALS
Any and all shipments and/or removal of material may take place through the loading dock᾽s ONLY, located on Montgomery Street. **Freight may not be transported on passenger elevators or escalators.** Escalators and passenger elevators are for use by the general public and may not be blocked. A freight elevator is conveniently located on the loading docks on Montgomery Street accessible to all three floors of Oncenter

Capital Convention Contractors will receive all shipments through the advance warehouse and directly to the Oncenter. Exhibitors may move-in their own materials through the loading dock provided they do not require the use of a pallet jack or forklift. Dollies or flat carts will not be provided by Capital.

Below are the addresses for shipment(s) to be sent:

ADVANCE WAREHOUSE
Capital Convention Contractors
C/O: YRC
6990 Northern Blvd.
E. Syracuse, NY 13057

THE ONCENTER
Capital Convention Contractors
C/O: The Oncenter
800 South State Street
Syracuse, NY 13202

All shipments should be sent to 800 South State St, Syracuse, NY 13202. Oncenter Security office will receive packages (24) hours a day (7) days a week.

Prior to the completion of your event, please schedule returns shipments with your own freight company. Please completely tape and label all boxes and arrange for removal by the end of the load-out period, all shipments will be delivered and shipped via the loading dock.
Nothing may be left within the complex and the Oncenter takes no responsibility for items left following an event.

VEHICLES
Rules and regulations for vehicles to be displayed in the complex as followed:
- Only gas and electric motorized vehicles are allowed in the center. Propane is prohibited.
- All vehicle batteries must be disconnected.
- All gas caps must be either locked or taped so people may not tamper with them.
- Forklifts must be operated by an Oncenter Complex employee only.
- There must be less than a ¼ tank of gas.
- If the vehicle leaks it must be cleaned up immediately and plastic must be placed under the vehicle.
- Fueling of vehicles inside the Oncenter is prohibited.
- Vehicles are prohibited from being moved during an event.
- Fuel cannot be stored within the Oncenter.
- For additional information please see your EM for the Fire Code Packet.

Exhibitors can now order Online the following:

Utilities Connection (power)
Internet Connection
Telephone Connection

1. Copy and paste the link https://adobeformscentral.com/?f=PQL7fZ4TAFYlkARVt2Dtbg

   or

   You can go to our website at www.oncenter.org, select plan an event, select helpful links, select hit exhibitor forms.

2. Please fill out business information. Fields with red asterisks are required to be filled out or the form will not process
3. Please fill out event information. Select the event you will be attending by using the drop down arrow. If you donât see your event listed, please call 315-435-8079. Events are added once contracts have been signed. Service date should be the date you require the power to be installed by. This date may very depending on load-in days for multi-day shows.
4. Select services by using the drop down arrows in each field. As you select items the fields will drop down and additional information fields will appear.

   Please fill in needed information that the center will need to fill your order. For example: special plug configurations, IP address for internet to be Public or Private, etc.

5. Rules and regulations are listed at the bottom. You must read and agree to them in order to process your order.

6. Please proceed to checkout. Any missing information will be listed in red.

7. Please pay for the order. Once the payment has been accepted, you will receive a confirmation and a receipt

Events will be closed from ordering online 48hrs prior to arrival date. Any orders after this time will have to be done onsite at the onsite rate. Thank you.

EXHIBITOR SERVICE MANUAL

Eastern Winery Exposition

The Oncenter

Syracuse, NY

March 18-19, 2015

CAPITAL
convention contractors

10 Technology Drive, Suite 40 | Hudson, MA 01749
capitalconventions.com | Fax: 508-351-9911
877-335-3700

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Please click below on desired page to be brought directly to the selected form

A. Show Information

General Information
Secure On-line Ordering

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Fire Regulations

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Standard Signage Order Form

CAPITAL
convention contractors
10 Technology Drive, Suite 40 | Hudson, MA 01749
capitalconventions.com | Fax: 508-351-9911
877-335-3700

Eastern Winery Exposition
The Oncenter
Syracuse, NY
March 18-19, 2015

GENERAL INFORMATION

Dear Exhibitor,

Capital Convention Contractors is pleased to have been selected as the Official Service Contractor for the Eastern Winery Exposition being held at The Oncenter in the Syracuse, NY. In our commitment to an enjoyable and smooth running event, this Capital Exhibitor Service Manual has been prepared for your use in planning your event. *Please review the following information carefully and place orders early to save time and money!*

Each 8' x 10' and 10' x 10' booth package includes:

8' High back drape	Two chairs
3' High side drape	Wastebasket
6' draped table - black	Exhibitor ID sign

Drape Color(s): Burgundy & White

Exhibitor Move-in and Move-out Schedule

Exhibitor Set-up:	Tuesday,	March 17	1:00 p.m. – 10:00 p.m.
	Wednesday,	March 18	7:45 a.m. – 11:00 a.m.
Exhibit Hours:	Wednesday,	March 18	11:00 a.m. – 5:45 p.m.
	Thursday,	March 19	7:45 a.m. – 2:30 p.m.
Exhibitor Dismantle:	Thursday,	March 19	2:30 p.m. – 10:00 p.m.

Advance Order Deadline

To take advantage of discounts, advance orders must be paid in full and received with payment no later than **March 3, 2015.** *We must have a major credit card on file to process your orders!* Complete the Credit Card Authorization Form in its entirety with correct information. Capital Exhibitor Order Forms must be returned to our office and can be faxed directly to 508-351-9911. Order forms for other contractors should be returned to the specific contractor providing these services.

Important Shipping Procedures

Capital recommends shipping exhibit materials up to 30 days prior to event move-in to our *Advance Freight Receiving Warehouse*. Making advance shipping arrangements will ensure a prompt and secure delivery to your exhibit site! The event's location will not have the facilities to receive and store such materials in advance and may refuse your shipment and additional charges may occur.

For Advance Shipping to Warehouse: All freight shipments must be shipped prepaid and received in our warehouse no later than **March 12, 2015**. *A 35% late charge will apply if orders for advance shipping are received after this date.*

For Direct Shipping to Show Site: DO NOT ship exhibit materials direct to show site to arrive prior to **March 17, 2015** . You MUST designate your shipment for arrival during exhibitor set-up date only and label your materials c/o CAPITAL CONVENTION CONTRACTORS.

We look forward to working with you!

CAPITAL CONVENTION CONTRACTORS

If you have any questions, please feel free to contact Exhibitor Services at the number below.
EMAIL, MAIL OR FAX FORM TO: Capital Convention Contractors ·10 Technology Dr · Suite 40 · Hudson, MA 01749
Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com

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convention contractors
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877-335-3700

Eastern Winery Exposition
The Oncenter
Syracuse, NY
March 18-19, 2015

CREDIT CARD AUTHORIZATION FORM

Circle One
American Express VISA MasterCard

Exhibitor ______________________________ **Booth #** __________

CREDIT CARD BILLING INFORMATION

Credit Card Billing Address ______________________________

City ____________________ **State** ________ **Zip Code** __________

Contact Person ____________________ **Email** ____________________

Phone (   ) ____________________ **Fax (   )** ____________________

Credit Card Number _ **Expiration Date** __________

Card Holder Name **(please print)** ____________________ **Signature** ____________________

Cardholder hereby authorizes Capital to charge credit card described herein for all charges incurred by Exhibitor and has read, understands and agrees to all forms in the exhibitor manual and agrees to pay all charges as described in the Cardholder Agreement. All estimated charges must be paid in ADVANCE, and a valid credit card must be on file with Capital authorizing payment for modified and/or additional charges. All charges must be paid by the end of the show.

IMPORTANT: PLEASE PROVIDE YOUR BOOTH REPRESENTATIVE WITH A COPY OF THIS CREDIT CARD AUTHORIZATION FORM TO AVOID ANY MISUNDERSTANDING.

CREDIT CARD PAYMENT POLICY

NO SERVICES WILL BE RENDERED UNTIL THIS DOCUMENT IS COMPLETED, SIGNED AND RETURNED TO CAPITAL

ADVANCE FLOOR ORDERS: All orders require advance payment for initial estimate of charges for services AND a VALID CREDIT CARD with proper authorization be provided to Capital. You may prepay with a company check, but a credit card is required by Capital to ensure any unexpected charges, such as additional freight, clean-up cost, etc. that are paid at the time the show closes.
THIRD PARTY ORDERS: If you choose to contract work to a Display or Exhibit House/company and/or require services from Capital, the payment information presented above shall apply. Capital must be notified, in writing, from exhibiting company or any other Display or Exhibit Company involved in the set-up or dismantle of exhibits.
DRAYAGE TO WAREHOUSE OR SHOW SITE AND/OR LABOR: Capital's Payment Policy must be adhered to by exhibitor prior to any freight being shipped to Capital. All charges for freight, assembling, disassembling, shipping, handling and any other must be prepaid. If adjustments or additional charges are required at Show Close, they will be charged to the enclosed Credit Card provided, unless Exhibitor disputes charges in writing. Capital is **not responsible** for any damage or loss of your freight; please secure round trip insurance from your company insurance carrier.
ALL CHARGES: All charges/costs requested by Exhibitor MUST be **PAID IN FULL** before services are rendered, and any adjustment and/or additional charges must be paid by Show Close. Such costs will be charged to Exhibitor's credit card provided unless prior arrangements have been made. All Checks must be drawn on a US bank, and there will be a minimum charge for each NSF check written to Capital. Declined credit cards are subject to a $35.00 service fee.
ADJUSTMENTS: Exhibitors are responsible for ensuring services rendered as ordered prior to Show Opening. All requests for adjustments must be made on site prior to the Show Closing. Capital will not be responsible for adjustments after the Show Closes unless prior arrangements have been made in writing to Capital.
SALES TAX: Applicable city, county and state taxes will apply. If any Exhibitor is exempt from paying sales tax, it is the Exhibitor's responsibility to provide Capital with its tax exempt certificate prior to the Show Opening.
COLLECTION POLICY: In the event this contract is turned over to an attorney for collection or dispute, Capital will be entitled to reasonable attorney fees.

If you have any questions, please feel free to contact Exhibitor Services at the number below.
EMAIL, MAIL OR FAX FORM TO: Capital Convention Contractors ·10 Technology Dr · Suite 40 · Hudson, MA 01749
Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com

CAPITAL
convention contractors
10 Technology Drive, Suite 40 | Hudson, MA 01749
capitalconventions.com | Fax: 508-351-9911
877-335-3700

Eastern Winery Exposition
The Oncenter
Syracuse, NY
March 18-19, 2015

THIRD PARTY PAYMENT POLICY

Capital Convention Contractors will invoice third parties for payment of services rendered to exhibitors provided the following conditions are met:

1. The payment record of the third party is acceptable to *Capital*.
2. This completed form is signed by both parties and returned to *Capital* at least 14 days prior to move-in.
3. **A completed Credit Card Authorization Form MUST accompany this form from each party.**
4. Capital's prepayment policy is adhered to; i.e. orders must be received with payment by the deadline dates.
5. If there is any doubt which party is to be invoiced for a service, the exhibiting firm accepts responsibility for payment upon presentation of invoice at show site.
6. The exhibiting firm is ultimately responsible for payment of all charges by show conclusion.
7. Both parties have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Please indicate which of the following items/services are to be invoiced to the third party:

☐ All Capital Services ☐ Freight Handling

☐ Furniture/Carpet ☐ Booth Cleaning

☐ Labor ☐ Other (specify) ____________________

We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges incurred. In the event the named third party does not make payment upon presentation of invoice at show site, such charges will be presented to the exhibiting firm for payment before the close of the show.

Exhibiting Firm

Company Name ______________________________________ Booth # ________________

Address ______________________________________

City/State/Zip Code ______________________________________

Phone (   ) ____________________

Authorized Signature ________________________ Printed Name ________________________

Display House 3rd Party

Display House 3rd party ______________________________________

Address ______________________________________

City/State/Zip Code ______________________________________

Phone (   ) ____________________

Authorized Signature ________________________ Printed Name ________________________

CAPITAL
convention contractors
10 Technology Drive, Suite 40 | Hudson, MA 01749
capitalconventions.com | Fax: 508-351-9911
877-335-3700

Eastern Winery Exposition
The Oncenter
Syracuse, NY
March 18-19, 2015

ORDER SUMMARY

Payment Policy: All orders faxed or mailed to Capital must be accompanied by a Credit Card Authorization Form. Payment in full is due at show site. Absolutely no show site orders will be executed prior to full payment of all customer bills.

Calculate your order total:

Service	Amount Due
Exhibitor Booth Labor*	$ ________________
Material Handling*	$ ________________
Furnishings & Accessories	$ ________________
Custom Exhibit Rental	$ ________________
Special Signs & Banners	$ ________________
Standard & Deluxe Carpet	$ ________________
Miscellaneous	$ ________________
NY Tax 8%	$ ________________
TOTAL ESTIMATED CHARGES	$ ________________

*indicates nontaxable services

PLEASE BE AWARE OF OUR PAYMENT AND PRICING POLICIES

ALL CHARGES MUST BE PAID PRIOR TO THE CLOSE OF THE SHOW

ORDERS RECEIVED WITHOUT FULL PAYMENT OR CREDIT CARD INFORMATION WILL NOT BE PROCESSED

MAKE CHECKS PAYABLE TO: CAPITAL CONVENTION CONTRACTORS
Checks must include exhibiting firm name and booth number

.

RETURN VIA FAX: 508-351-9911

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name ______________________ Contact Person ______________________ Booth # __________

Address ______________________ City/State ______________________ Zip Code __________

Phone (   ) ______________ Fax (   ) ______________ Email address ______________________

Authorized Signature ____

If you have any questions, please feel free to contact Exhibitor Services at the number below.
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LIABILITY AND INSURANCE BULLETIN

Capital Convention Contractor's liability shall be limited to the physical loss or damage to the specific article, which is lost or damaged as described below:

1. Capital Convention Contractors shall not be responsible for damage to uncrated materials; materials improperly packed or concealed damage.

2. Capital Convention Contractors shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.

3. Capital and its subcontractors shall not be responsible for loss, theft, and disappearance of exhibitor's materials before it is picked up from exhibitor's booth for reloading after the close of the show. Outbound Bills of Lading are available at the Capital Exhibitor Service Desk. Outbound Bills of Lading will be checked at the time of actual pickup of freight from the booth. Piece counts will be adjusted and corrections will be made to the Bill of Lading where discrepancies may occur.

4. Capital and its subcontractors will not be responsible for ordinary wear and tear in handling of equipment. Neither will they be responsible for loss, damage or delay of shipments due to fire, theft, water, vandalism, acts of God, strikes, lockouts, work stoppages of any kind or any other circumstances beyond their control.

5. Capital and its subcontractors' liability shall be limited to physical loss or damage to the specific article which is lost or damaged, and in any event Capital's maximum liability shall be limited to $.30 per pound per article with a maximum liability of $50.00 per item or $1,000.00 per shipment, whichever is less.

6. If Capital is found negligent for the damage of materials, the exhibitor's sole remedy will be to have Capital repair or replace the defective materials with that of like kind and quality. In no event shall Capital be liable for incidental or consequential damages, which may result or arise out of the damaged materials. This shall include those losses or damages, which may arise out of the inability of an exhibitor to show their product.

7. The consignment for delivery of a shipment to Capital by an exhibitor, or by any shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this notice. It is understood that Capital and its subcontractors are not insurers. Insurance, if any, shall be based on the value of the material handling services and the scope of liability is unrelated to the value of the Exhibitor's property being handled. It is suggested that exhibitors insure all shipments from the time they leave your company until they are returned from the show. If a shipment must be re-routed due to incorrect or unclear shipping instructions on the Outbound Bill of Lading, Capital assumes no liability as a result of such rerouting or handling.

8. Capital and its subcontractors shall not be liable to any extent whatsoever for any actual, potential or assumed loss of profits or revenues or for any collateral costs, which may result from any loss or damage to an Exhibitor's materials, which may make it impossible or impractical to, exhibit same.

9. Loss or damage must be submitted to Capital prior to the close of the show on which the loss or damage occurred or shall be considered waived. No suit or action shall be brought against Capital or its subcontractors more than one (1) year after the accrual of the cause of action therefore.

10. Shipment received without receipts, freight bills or specified unit counts on receipts or freight bills such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Capital for such shipments.

11. Empty container labels are available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Capital assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Capital's labels, improper information on empty labels, or valuable stored in containers with empty labels.

12. Freight handling charges are the responsibility of the exhibitor to whom the shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

    The exhibitor agrees, in the event of a dispute with Capital relative to any loss or damage to any of their materials or equipment that they will not withhold payment of any amount due to Capital for Drayage or any other service provided by Capital as an offset against the amount of the alleged loss or damage. Instead, they shall agree to pay Capital at the close of the show for all such charges, and they further agree that any claim they may have against Capital shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.

13. Where an exhibitor indicates choice of carrier for pickup, it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such materials by the shipping method of our choice or to remove said materials to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.

14. Materials left behind without orders placed at the Service Desk may be classified as abandoned. The Service Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments, which do not arrive at their destination at a dated time.

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LABOR GUIDELINES & NON-OFFICIAL CONTRACTOR RULES FOR EXHIBITOR PARTICIPATION

To assist you in planning for your participation in this upcoming exposition, we are certain you will appreciate knowing in advance that Capital labor is required for certain aspects of your exhibit handling. To help you understand, we ask that you read the following:

MATERIAL HANDLING

The facility requires that the official material handling contractor, Capital, off-load all equipment and display materials for **ALL** common carrier and van line trucks. **The use of fork trucks, pallet jacks and lift gates are only permitted by personnel of Capital Convention Contractors.**

Exhibitors are allowed to perform their own material handling, provided they meet all of the following criteria:

- Personnel performing the work must be **bonafide, full-time employees** of the exhibiting company.
- Exhibitors may load/unload uncrated materials from a mini-van, car, station wagon, pick-up truck or box truck owned by the exhibiting company.
- Exhibitors may use **only** hand-operated equipment, which they have provided; two-wheeled hand trucks and four-wheeled flat carts are permitted.
- Exhibitors choosing to handle their own materials are responsible for their own storage during the show.

EXHIBIT INSTALLATION AND DISMANTLING

Full time employees of the exhibiting companies may set their own exhibits without assistance from Capital. Any labor services that may be required beyond what your regular full time employees can provide must be rendered by Capital. Labor can be ordered in advance by returning the Labor Order Form, or at show site, at the service desk. Proof of full time employment status may be requested by Capital.

NON-OFFICIAL CONTRACTOR RULES

Non-Official Installation and Dismantling Contractors may choose to use Capital Convention Contractors for labor and/or supervision or provide their own.
The following is required should they provide their own:

- Non-Officials must furnish Show Management the names and addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly identified with a badge at show site.

This statement and insurance rider **is not** required by the exhibitors who plan to set-up and dismantle their own booths or equipment with their own employees.

All Non-Officials Installation and Dismantle Contractor (supervisors) will be allowed on the exhibit floor **only** during official installation and dismantle hours, and must be identified with a temporary work pass, either supplied by Show Management or the Official Service Contractor.

TIPPING

CAPITAL CONVENTION CONTRACTORS requests that exhibitors do not tip our employees. They are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all employees. Any request for such should be brought to the attention of a Capital representative at the service desk or correspondence may be directed to the attention of the General Manager at the Capital office.

SAFETY

Standing on chairs, tables, or other rental furniture is prohibited. This furniture is not engineered to support standing weight. CAPITAL CONVENTION CONTRACTORS cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in assembling your booth, please order labor on the Labor Order Form and the necessary ladders and tools will be provided.

If you have any questions, please feel free to contact Exhibitor Services at the number below.
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US FIRE DEPARTMENT REGULATIONS

For Exhibits, Exhibitions and Trade Shows – Public & Private

Booth Construction – Booths, platforms and space dividers shall be of materials that are flame-retardant or rendered so, satisfactory to the Fire Department representatives. Coverings for counters or tables used within or as part of the booth shall be flame-retardant. All electrical wiring and apparatuses will be of a wire UL type approved.

Fire Department – A permit shall be required for the following:

1. Display or operate any heater, barbecue, heat-producing or open flame device, candles, lamps lanterns, torches, etc.
2. Display or operate any electrical, mechanical, or chemical device, which may be deemed hazardous by the fire department.
3. Use or storage of inflammable liquids and dangerous chemicals.
4. Display any internal combustion engine *(special requirements available upon request).*
5. Use of compressed gases. (Permit available for 32CF bottles ½ or less full).

Obstructions – Aisle and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily seen locations and may be required to be posted with designating signs.

Fire-Retardant Treatment – All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay straw, moss, split bamboo, plastic cloth, and similar materials shall be flame-retardant to the satisfaction of the Fire Department. Booth identification banners and signs shall be flame-retardant unless smaller than 1232 square inches (28” x 44”) if separated from other combustibles by a minimum of 12” horizontally and 24” vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, and their use is prohibited.

Combustibles – Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the Fire Department. All exhibit and display empty cartons must be stored in an approved drayage area. If the show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, gas caps must be taped. Batteries are to be disconnected and taped.

STORAGE BEHIND BOOTH BACKWALL IS STRICTLY PROHIBITED.

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TABLE/DRAPE ORDER FORM

Advance Order Price Deadline: March 3, 2015

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
TABLES-DRAPED		4' X 2' – 30" HIGH	$87.00	$109.00	
		6' X 2' – 30" HIGH	$98.00	$122.25	
		8' X 2' – 30" HIGH	$109.00	$136.50	
COUNTER HEIGHT TABLES-DRAPED		4' X 2' – 40" HIGH	$98.00	$122.25	
		6' X 2' – 40" HIGH	$109.00	$136.50	
		8' X 2' – 40" HIGH	$120.00	$149.75	
TABLES-UNDRAPED		4' X 2' – 30" HIGH	$43.00	$54.00	
		6' X 2' – 30" HIGH	$54.00	$68.25	
		8' X 2' – 30" HIGH	$65.00	$81.50	
COUNTER HEIGHT TABLES-UNDRAPED		4' X 2' – 40" HIGH	$49.00	$60.50	
		6' X 2' – 40" HIGH	$60.50	$76.00	
		8' X 2' – 40" HIGH	$73.00	$91.50	
TABLES-COCKTAIL FINISHED TOP		30" ROUND – 30" HIGH	$87.00	$109.00	
		30" ROUND – 40" HIGH	$98.00	$122.25	
TABLE RISERS		4' X 10" HIGH	$44.00	$55.00	
		6' X 10" HIGH	$55.00	$69.50	
TABLES-4TH SIDE DRAPE		6' OR 8' TABLE	$38.50	$48.50	
		6' OR 8' COUNTER	$38.50	$48.50	
CUSTOM BOOTH DRAPE 6ft, 8ft & 10ft increments		8' HIGH PER LINEAR FT	$9.50	$13.75	
		3' HIGH PER LINEAR FT	$6.25	$8.25	

****IF YOU DO NOT INDICATE COLOR CHOICE -SHOW COLOR WILL BE PROVIDED****

CIRCLE COLOR CHOICE: ROYAL BLUE SILVER BURGUNDY HUNTER GREEN WHITE RED BLACK

ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO MOVE-IN.

- No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show. There is a 50% cancellation charge for orders cancelled at show-site.
- All materials are on a rental basis and remain the property of Capital.
- The undersigned is responsible for all items ordered and for its condition at close of show.

SUB TOTAL $ ________ . ____
NY TAX 8 % $ ________ . ____
GRAND TOTAL $ ________ . ____

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name ____________________ Contact Person ____________________ Booth # __________

Address ____________________ City/State/Zip ____________________ Signature ____________________

Phone (   ) ______________ Fax (   ) ______________ Email address ____________________

If you have any questions, please feel free to contact Exhibitor Services at the number below.
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BOOTH FURNISHINGS ORDER FORM

Advance Order Price Deadline: March 3, 2015

	QTY	DESCRIPTION	Advance Price	Floor Price	Amount
CHAIRS		PADDED SIDE CHAIR	$43.00	$54.00	
		PADDED ARM CHAIR	$47.50	$59.50	
		UPHOLSTERED BAR STOOL	$53.00	$66.00	
		FOLDING CHAIR	$11.00	$14.50	
ACCESSORIES		TRIPOD EASEL	$20.00	$25.50	
		GARMENT RACK	$60.50	$76.00	
		LITERATURE RACK	$71.50	$90.25	
		4’ X 8’ DISPLAY BOARD	$137.50	$171.75	
		6’ SHOWCASE W/SHELVES	$357.50	$446.75	
		WASTEBASKET	$15.50	$20.00	
		RAFFLE DRUM	$55.00	$69.50	
		8’ ALUMINMUM BACK POST W/BASE	$22.00	$27.50	
		6’-10’ ADJUSTABLE CROSS BAR	$11.00	$13.75	

SUB TOTAL **$ _______.**
NY TAX 8 % **$ _______.**
GRAND TOTAL **$ _______.**

ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO MOVE-IN.

- ❖ No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show. There is a 50% cancellation charge for orders cancelled at show-site.
- ❖ All materials are on a rental basis and remain the property of Capital.
- ❖ The undersigned is responsible for all items ordered and for its condition at close of show.

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name ____________________ Contact Person ____________________ Booth # __________

Address ____________________ City/State/Zip ____________________ Signature ____________________

Phone (   ) ______________ Fax (   ) ______________ Email address ____________________

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Chairs


Upholstered Bar Stool


Padded Arm Chair


Padded Side Chair


Folding Chair

Draped Tables


30” High draped table


40” High draped table


30” High cocktail table

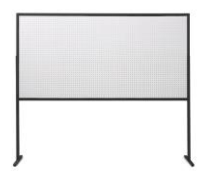

40” High cocktail table

- Draped tables are available in lengths of 4, 6 and 8 ft. and heights of 30 or 40 inches.

Accessories


Tripod Easel


Garment Rack


Display Board


Literature Racks


Chrome Sign Holder


Wastebasket


Standard Counter


Display Case


Raffle Drum

Please Note:

- Actual available products may vary. Please contact our Exhibitor Services Department to ensure the availability of specific items.
- All colors depend upon dye lots and lighting.

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STANDARD & CUSTOM CARPET ORDER FORM

Advance Order Price Deadline: March 3, 2015

Custom carpet is required for booths longer than 30' or booths configured as an island or Peninsula.
All prices include: delivery, installation, carpet tape and removal.

CIRCLE COLOR CHOICE: BLUE GREY BURGUNDY RED FOREST GREEN BLACK

(If no color is chosen, GREY will be delivered automatically)

STANDARD CARPET

QTY	DESCRITPION	Advance Price	Floor Price	Amount
	9 x 10	$109.00	$136.50	
	9 x 20	$218.00	$273.00	
	9 x 30	$326.75	$409.25	

PADDING & VISQUEEN

Minimum order of 100 square feet is required for padding & visqueen orders.

SQ FT	DESCRITPION	Advance Price	Floor Price	Amount
	Padding ½"	$1.25	$1.75	
	Visqueen	$.75	$1.25	

CUSTOM CARPET

Minimum order of 100 square feet is required for custom carpet orders.

Advance Price: Booth size ____________ (100 sq. ft. min) x $2.50 sq. ft. = ____________

Floor Price: Booth size ____________ (100 sq. ft. min) x $3.25 sq. ft. = ____________

PRESTIGE CARPET

Minimum order of 100 square feet is required for prestige carpet orders.

Advance Price: Booth size ____________ (100 sq. ft. min) x $4.50 sq. ft. = ____________
Please call Exhibitor Services for Prestige Carpet Color Choices

ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO MOVE-IN.

- No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show.
- There is a 50% cancellation charge for orders cancelled at show-site.
- All materials are on a rental basis and remain the property of Capital.
- The undersigned is responsible for all items ordered and for its condition at close of show.

SUB TOTAL $ ________.
NY TAX 8% $ ________.
GRAND TOTAL $ ________.

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance bulletin included in this packet and as stated on the enclosed sheets.

Company Name ____________ Contact Person ____________ Booth # ____________

Address ____________ City/State/Zip ____________ Signature ____________

Phone ( ) ____________ Fax ( ) ____________ Email address ____________

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LABOR ORDER FORM

Labor is available for installation and dismantling of exhibits, shrink-wrapping and banding of materials.
RATES:

- ☐ **Straight Time: $ 45.00 per man-hour -** 8:00 a.m. to 4:30 p.m. Monday through Friday. One hour minimum.
- ☐ **Overtime: $ 67.50 per man-hour -** before 8:00 a.m. and after 4:30 p.m., and all hours on Saturday, Sunday and observed holidays, where applicable. One hour minimum.

CALCULATE ESTIMATED LABOR

	DATE	TIME		# OF MEN		TOTAL HOURS		RATE PER MAN HOUR		ESTIMATED COST
INSTALLATION:	________	________	AM PM	________	X	________	X	$ ________	=	$ ________
DISMANTLE:	________	________	AM PM	________	X	________	X	$ ________	=	$ ________

FINAL COSTS WILL BE CALCULATED AFTER COMPLETION OF SERVICES. COSTS ARE BASED ON OPTIONS AND ACTUAL LABOR TIME.

ON-SITE LABOR ORDERS WILL BE CHARGED AN ADDITIONAL 30%

Labor Options (choose one) ◯ Exhibitor Supervised Labor ◯ Capital Supervised Labor

EXHIBITOR SUPERVISION

All labor is performed under the direction of the exhibitor. Exhibitor must meet the scheduled labor at the Capital Service Desk. Failure to check in at the scheduled time will result in a one-hour minimum charge per person requested. Starting times are guaranteed only in those instances where labor is requested for the start of the workday. Twenty-four hour notice is required for cancellation of labor services.

Company Representative: ______________________________ **Phone:** ____________________

CAPITAL SUPERVISION

This plan allows for exhibits to be set up prior to exhibitor's arrival. The charge for this service is **50% of the exhibitor's total labor bill,** with a minimum of $45.00 on installation and $45.00 on dismantles. In order to perform this service without the exhibitor's representative present, Capital must have detailed set-up instructions (blueprints/floor plans, etc.) with this labor order. **Please see the next page for outbound shipping instructions.**

Set Up Information Required:

Booth display being shipped to: ◯ Warehouse ◯ Show site Scheduled delivery date ______________
Shipment consists of: ◯ Crates ◯ Cartons ◯ Carpets/pads
If no carpet is being shipped, is carpet ordered through Capital? ◯ Yes ◯ No
Blueprints & Exhibit instructions: ◯ Attached ◯ Shipped with Display (Please supply advance instructions with order)

Any claims of material damage for either Exhibitor Supervised or Capital Supervised Labor must be submitted to us in writing no later than 5 days after the close of the event. After 5 days any claim shall be considered waived.

ADDITIONAL OPTIONS

◯ Steel banding at $1.10 per linear foot, including labor. $50.00 MINIMUM (include on Order Summary page)
◯ Shrink wrap at $35.00 per skid ________ # x $35.00 = ____________ (include on Order Summary page)

FULL PAYMENT MUST ACCOMPANY ALL ORDERS

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name ____________________ Contact Person ____________________ Booth # __________
Address ____________________ City/State/Zip ____________________ Signature ____________________
Phone ( ) ____________ Fax ( ) ____________ Email address ____________________

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LABOR ORDER FORM (CONTINUATION)

Only Exhibitors hiring Capital to dismantle their booth should complete this form.

OUTBOUND SHIPPING INSTRUCTIONS FOR CAPITAL SUPERVISED LABOR ONLY

At the close of the show, exhibitor freight will be shipped to the **following address**:
If your freight is being shipped to another tradeshow, be sure to include the show name and your booth number.

Company Name: ______________________________ Booth #: ______________

Address: ____

City/State/Zip: ____

Attention: ______________________________

SELECT SHIPPING METHOD

☐ **Exhibitor Carrier Choice:** ______________________________

☐ **Official Show Carrier:** **YRC** Ground ***Must arrive by:** ______________

PLEASE NOTE: If an exhibitor is using a carrier of his/her choice (not using the official show freight carrier) the exhibitor is responsible for arranging for the carrier to pick up at the close of the show. Shipping costs are not included and are the responsibility of the exhibitor. Capital cannot guarantee pick up time for exhibitor appointed carriers, all shipments are moved out of the exhibit hall at Capital's discretion.

BILLING INFORMATION

Bill Shipping Charges to (if different from above):

Shipper (signature) ______________________ Print Name: ______________________

Freight Charges Billed to:

Company Name: ____

Address: ____

City/State/Zip: ____

Attention: ______________________ Phone: ______________________

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Company Name ______________________ Contact Person ______________________ Booth # __________

Address ______________________ City/State/Zip______________________ Signature ______________

Phone ( ) ______________ Fax ( ) ______________ Email address ______________________

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BOOTH CLEANING & PORTER SERVICE

Booth Cleaning Order Deadline: March 3, 2015

BOOTH CLEANING

BOOTH CLEANING INCLUDES: Vacuuming of booth and emptying of wastebaskets once daily.

Booth Dimensions	Total Area	Advance Price	Floor Price	Cost per day
___________ X ___________	= ___________ X 100 square foot minimum	$0.32 per sq. ft./per day	$0.39 per sq. ft./per day.	$ ___________

Choose One

◯ Cleaning – Pre-show one time only

◯ Cleaning – All show days

PORTER SERVICE

PORTER SERVICE INCLUDES: Emptying of wastebaskets in your booth once every **hour**, show hours only. Daily rate is based upon booth size.

Choose Option	Booth Size	Advance Price Cost Per Day	Floor Price Per Day	# of Show Days	Total
	Up to 1,000 square feet	$82.50	$103.25		
	1,001 to 2,000 square feet	$104.50	$130.75		
	2,001 to 3,000 square feet	$115.50	$144.50		
	Greater than 3,000 square feet	$137.50	$172.00		

Please Note: If special cleaning services are required, please contact Capital's Exhibitor Services Department.

TO GUARANTEE BOOTH CLEANING SERVICE AVAILABILTY, this service must be ordered and paid in advance of the show!

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name ____________________ Contact Person ____________________ Booth # __________

Address ____________________ City/State/Zip ____________________ Signature____________________

Phone (   ) ______________ Fax (   ) ______________ Email address ____________________

If you have any questions, please feel free to contact Exhibitor Services at the number below.
EMAIL, MAIL OR FAX FORM TO: Capital Convention Contractors ·10 Technology Dr · Suite 40 · Hudson, MA 01749
Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com

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convention contractors
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877-335-3700

Eastern Winery Exposition
The Oncenter
Syracuse, NY
March 18-19, 2015

EXHIBITOR-APPOINTED NON-OFFICIAL CONTRACTOR AUTHORIZATION

If your company plans to use a Contractor other than Capital, please read, complete and submit this form to Capital Convention Contractors.

Official Service Contractors are appointed to perform and provide necessary services and equipment.
The Official Service Contractor will provide all usual trade show services, including labor.
Exceptions are:

- Supervision may be provided by the exhibitor.
- The exhibitor may appoint the official contractor for supervision.
- The exhibitor may appoint a qualified non-official contractor.

Official Service Contractors are appointed to:

- Ensure the orderly and efficient installation and removal of exhibits.
- Assure the distribution of labor to all exhibitors according to need.
- Provide sufficient labor to satisfy the requirements of exhibitors and for the show itself.
- See that the proper type and limits of insurance are in force.
- Avoid any conflicts with local union regulations and requirements.

SHOULD THE EXHIBITOR WISH TO EMPLOY THE SERVICES OF A CONTRACTOR OTHER THAN THE OFFICIAL CONTRACTOR, THE FOLLOWING CONDITIONS MUST BE MET:

1. The exhibitor must inform Capital Convention Contractors of the name and address of the contractor and the work performed. This information must be received in writing no later than 30 days prior to the show in Capital's office. If this information is **not** received 30 days prior to the show, Capital labor must be used for all work. The non-official contractor will be permitted to supervise only.
2. The non-official contractor to be used by the exhibitor must do the following:
   a. Provide a certificate of insurance with at least the following limits: Comprehensive General Liability not less than $1,000,000 with respect to injuries to any one person in any occurrence; and $500,000 with respect to damage of property; Workers' Compensation Insurance, including employee liability coverage, in a minimum amount of not less than $1,000,000 of individual and/or aggregate coverage, and naming Capital Convention Contractors as additional insured.
   b. Agree to abide by all the rules and regulations of the show.
   c. Agree to abide by all union rules and regulations.
   d. Information must be received in the Capital office no later than 30 days prior to the show.
   e. Identification badges must be worn at all times. Temporary labor badges will be provided. Badges will be issued only to persons actually used to supervise, install, dismantle and maintain exhibit-related equipment.

For services such as electrical, plumbing, telephone, cleaning and drayage, no other contractor other than the official contractor will be approved. This regulation is made necessary because work is done on equipment and facilities owned by parties other than the exhibitor. The exhibitor shall provide only the material and equipment that he owns and that is to be used in his exhibit space.

INCOMPLETE OR UNSIGNED FORMS WILL NOT BE ACCEPTED.

Return this form, along with Certificate of Insurance and name and addresses of employees who are working in your booth by February 15, 2015 to Capital.

ACKNOWLEDGED AND AGREED TO: Signature of Exhibitor: ______________________

Date: ____________ Booth # ____________

Name of Service Contractor: ______________________

Contractor Street Address ______________________

City/State ______________________ Zip Code ____________

Contractor Phone ( ) ____________ Fax ( ) ____________ Email address ______________________

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MATERIAL HANDLING DEFINITIONS

What is Additional Handling?
Material delivered in such a manner that it requires additional handling, such as (but not limited to) shipments that are loaded by cubic space, ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, alternate delivery location, loads mixed with pad wrapped material, carpet/pad, multiple shipments, pad wrapped shipments, uncrated shipments, no documentation (including weight tickets), and inaccurate or missing weights which require shipment to be re-weighed on the dock. Shipments loaded in this manner require additional time, equipment and/or labor. Courier type companies (such as Federal Express, UPS, and DHL), airfreight and local cartage companies, POVs & company trucks are included in this category due to their delivery procedures.

What is a Cartage Company?
Freight forwarders, as well as other carriers, will often outsource the delivery of their freight to third party cartage companies. Cartage companies provide local pick-up and delivery services to and from the event venue, as well as other locations. In most cases cartage companies will consolidate shipments from multiple carriers onto a single truck. Due to their loading/unloading procedures, these shipments may fall into the additional handling category.

What is The Difference Between Crated and Uncrated Shipments?
Crated shipments are those that are packed in any type of shipping container that can be unloaded at the dock with no additional handling required. Such containers include crates, fiber cases, cartons, and properly packed skids. An uncrated shipment is material that is shipped loose or pad-wrapped, and/or unskidded without proper lifting bars and hooks.

What are Stacked Shipments?
Shipments loaded in a manner that requires pieces to be moved to ground level for delivery to booth. Stacked or "cubed out" shipments, and loose items placed on top of crates and/or pallets constitute additional handling.

What is Ground Loading/Unloading?
Applies to facilities where there is no loading dock and to vehicles that are not dock height and therefore cannot be loaded/unloaded at a loading dock. Examples are U-Hauls, flat bed trailers, double drop trailers, and company vehicles with trailers.

What are Mixed Shipments?
Mixed shipments are those that include both crated and uncrated goods. Where the percentage of uncrated is minimal and does not warrant the full uncrated rate for the shipment Capital will charge additional handling. Capital defines additional handling for mixed loads as more than 30% of the volume uncrated.

What is Constricted Space Loading/Unloading?
Freight that is loaded "high and tight" in the trailer and is not easily accessible, or freight that is loaded to full capacity of the trailer (top to bottom, side to side). An example of this is freight that is loaded down one side of a trailer that must be bypassed to reach targeted freight.

What is Designated Piece Loading/Unloading?
Drivers that require loading of specific pieces in a certain order to ensure all items fit on the trailer, or having to remove freight from the trailer and then reload to fit on the trailer.

What is Alternate Delivery Location?
Shipments that are delivered by a carrier and require pieces to be delivered to different areas/levels in the same building, or to other venues (such as a hotel near an event venue).

What are Multiple Shipments?
Any carrier delivering more than (1) one shipment for more than (1) one exhibitor, booth, location, or venue will be charged additional handling due to additional labor that is needed to sort, separate and deliver the various shipments.

What does it Mean if I Have "No Documentation"?
Shipments that arrive from a small package carrier (including Federal Express, UPS, and DHL) without an individual Bill of Lading, requiring additional time, labor or equipment to process.

What about Carpet/Pad Only Shipments?
Shipments that consist solely of carpet and/or carpet padding require additional handling due to additional time, labor and equipment needed to load/unload.

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877-335-3700

Eastern Winery Exposition
The Oncenter
Syracuse, NY
March 18-19, 2015

ESTIMATED MATERIAL HANDLING ORDER FORM

INBOUND SHIPPING INFORMATION

ADVANCE SHIPMENTS

Please use enclosed freight labels
Receiving hours: M-F 9:00 am to 4:00 pm
Must arrive by: March 12, 2015
To: Exhibitor Name/ Booth #
For: Eastern Winery Exposition
Capital Convention Contractors
c/o YRC
6990 Northern Blvd.
E. Syracuse, NY 13057

DIRECT SHIPMENTS

Please use enclosed freight labels
Received only during exhibitor move-in hours
Only on: March 17-18, 2015
To: Exhibitor Name/ Booth #
For: Eastern Winery Exposition
Capital Convention Contractors
c/o The Oncenter
800 South State Street
Syracuse, NY 13202

*******PLEASE READ THE LIABILITY AND INSURANCE BULLETIN INCLUDED IN THIS MANUAL*******

	NUMBER OF PIECES	EST. WEIGHT	CARRIER(S)	TRACKING # (Please provide Pro Number)	EST. DATE OF ARRIVAL	EST. COST (Of Material Handling) (200 lb. min. per shipment)
ADVANCE SHIPMENTS Warehouse						
DIRECT SHIPMENTS Showsite/ Exhibit Hall						

If shipment is greater than 3,000 lbs., what is the weight of the single heaviest piece being shipped? ____________________
Please provide contact information for person in charge of your move-in that will be on site:

CONTACT NAME ______________________________ PHONE # ( ) ____________________

OUTBOUND SHIPPING INFORMATION

- **OUTBOUND CAPITAL BILLS OF LADING** must be completed and turned in at the Capital Service Desk. Any freight left on the show floor without a completed Bill of Lading will result in a service fee equal to ½ hour of labor.
- **DO NOT LEAVE YOUR BILL OF LADING IN YOUR BOOTH!**
- **A credit card is required for material handling services. Exhibitor is responsible for all shipping charges regardless of carrier. Payments must be in US FUNDS. Please complete credit card information on the CREDIT CARD Authorization form.**
- **Drivers MUST check in at the loading dock by 4:00 PM on March 19, 2015 or the shipment will be re-routed to the show carrier.**
- **Return to Warehouse Fee:** Shipments returned to Capital's warehouse will be assessed a $7.00 per cwt or a $50.00 minimum charge, whichever is greater.

CHECK appropriate arrangements**:**

☐ Freight arrangements will be handled by Capital Convention Contractors common carrier, collect.
☐ Freight arrangements will be handled by exhibitor. NAME OF CARRIER: ______________________________

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Material Handling Rate Schedule as well as the Liability and Insurance Bulletin as stated on the enclosed sheets.

Company Name ______________________ Contact Person ______________________ Booth #__________
Address ______________________ City/State/Zip ______________________ Signature ______________
Phone ( ) ______________ Fax ( ) ______________ Email address ______________________

If you have any questions, please feel free to contact Exhibitor Services at the number below.
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Syracuse, NY
March 18-19, 2015

MATERIAL HANDLING RATE SCHEDULE

Rate Classifications

■Crated - Material that arrives as a single shipment on a dedicated truck that is skidded and/or crated or in any type of shipping container that can be unloaded at the dock with no additional handling required.

■ Additional Handling - Material delivered in such a manner that it requires additional handling, such as (but not limited to) shipments that are loaded by cubic space, ground loading/unloading, stacked or constricted space loading/unloading, designated piece loading/unloading, alternate delivery location, loads mixed with pad wrapped material, carpet/pad, multiple shipments, pad wrapped shipments, uncrated shipments, no documentation (including weight tickets), and inaccurate or missing weights which require shipment to be re-weighed on the dock. Shipments loaded in this manner require additional time, equipment and/or labor. Courier type companies (such as Federal Express, UPS, and DHL), airfreight and local cartage companies, POVs & company trucks are included in this category due to their delivery procedures.

■ Uncrated - Material that is shipped loose or pad-wrapped, and/or unskidded machinery without proper lifting bars or hooks.

■ Small Packages - A shipment of any number of pieces with a combined weight not to exceed 25 lbs that is received on the same day, from the same shipper and delivered by the same carrier.

Additional Fees May be Applicable

■ Off-Target: Direct shipments that do not arrive on the date or time assigned.

■ Late to Warehouse Fee: Shipments arriving after March 12, 2015.

■ Early Shipments to Warehouse: Any shipment arriving prior to February 15, 2015.

■ Shipments Returned to Warehouse: Shipments returned to the warehouse at close of the show will be charged an additional fee of $7.00 per cwt or $50.00 minimum charge, whichever is greater. Shipments not picked up from the warehouse within 72 hours will be charged for storage by Capital Convention Contractors.

■ Additional charges will apply for any shipment left on floor without a Capital Bill of Lading form completed and turned into the Capital Service Desk. One half hour minimum Capital supervised labor fee will be charged.

Overtime

Overtime is Monday through Friday prior to 8 a.m. and after 4:30 p.m.; all day Saturday, Sunday and observed union holidays.

■ Overtime will be applied to all freight received at or moved from the warehouse and/or show site during above listed times.

■ Your shipment is moved into or out of showsite on overtime due to scheduling beyond Capital's control.

Rate Classifications:	**Price Per CWT**	**200 lb. minimum**
■ **Advance Shipments to Warehouse (200 lb minimum) - Advance Freight Deadline Date: March 12, 2015**		
Crated	**$ 44.00**	**$88.00**
Additional Handling	**$ 55.00**	**$110.00**
Crated Overtime Inbound/Outbound*	**$ 15.40**	**$ 30.80**
Additional Handling Overtime Inbound/Outbound*	**$ 19.25**	**$ 38.50**
***Uncrated shipments will NOT be accepted at the Advance Warehouse.*		
■ Additional Surcharges		
Early Shipments to Warehouse Crated*	**$ 15.40**	**$ 30.80**
Early Shipments to Warehouse Additional Handling*	**$ 19.25**	**$ 38.50**
Late to Warehouse*	**$ 15.40**	**$ 30.80**
■ **Direct Shipments to Show Site (200 lb minimum) - First Day of Direct Freight Acceptance: March 17, 2015**		
Crated	**$ 42.00**	**$84.00**
Additional Handling	**$ 52.50**	**$105.00**
Uncrated	**$ 65.63**	**$131.26**
Crated Overtime Inbound/Outbound*	**$ 14.70**	**$ 29.40**
Additional Handling Overtime Inbound/Outbound*	**$ 18.38**	**$ 36.75**
Uncrated Overtime Inbound/Outbound*	**$ 22.97**	**$ 45.94**
■ Additional Surcharges		
Off-Target Fee Crated*	**$ 14.70**	**$ 29.40**
Off-Target Fee Additional Handling*	**$ 18.38**	**$ 36.75**
Off-Target Fee Uncrated*	**$ 22.97**	**$ 45.94**
Shipments Returned to Warehouse* ($7.00 per cwt or $50.00 minimum, whichever is greater)	**$ 7.00 per cwt**	**$ 50.00 minimum**
	First Piece	**Additional Pieces**
■ Small Packages (**direct shipments only**, 25 lbs. or less combined, received on the same day, same shipper, same carrier)	**$ 35.00**	**$ 20.00**

**In addition to above charges.*

MONEY SAVING TIPS - Consolidate shipments when total weight is less than 200 lbs.
for EXAMPLE if the rate is $50.00 per 100lbs.:

3 Separate Shipments:
54 lbs. charged @ 200 lbs. $100.00
59 lbs. charged @ 200 lbs. $100.00
72 lbs. charged @ 200 lbs. $100.00
Total: 185 lbs. Total Cost: $300.00

1 Consolidated Shipment:
3 pieces (1 shipment)
185 lbs. @ 200 lbs. = $100.00
Total Savings: $200.00

Sub-Total: $ ____________

Total: $ ____________

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Material Handling Rate Schedule as well as the Liability and Insurance Bulletin as stated on the enclosed sheets.

Company Name ____________________ Contact Person ____________________ Booth # __________

Address ____________________ City/State/Zip ____________________ Signature ____________________

Phone (   )____________________ Fax (   )____________________ Email address ____________________

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Eastern Winery Exposition
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March 18-19, 2015

MATERIAL HANDLING POLICY

CERTIFIED WEIGHT TICKETS

In the event that no weight tickets or inaccurate weight tickets are indicated on the delivery documents presented, Capital shall estimate the weight or re-weigh, and charges shall be based upon the estimates. The estimated weight shall be final and binding if actual scale weight figures are not submitted prior to the close of the show. All shipments received at the warehouse and show site are subject to re-weigh.

OVERTIME

An overtime surcharge per cwt, for each occurrence, will apply if:

- Shipments are received on overtime.*
- Overtime will be applied to all freight received at the warehouse and/or show site that must be moved into or out of booth during below listed times.
- Shipment is moved into or out of show site on overtime due to scheduling beyond Capital's control.

*Overtime is:

- Monday through Friday before 8:00 a.m. and after 4:30 p.m.
- All day Saturday, Sunday, and observed union holidays

INBOUND SHIPMENT(S)

All charges are based upon inbound weight certificates and are quoted on a round-trip basis whether services are utilized completely or not. All charges are per cwt (100 lbs.), rounded up to the next 100 lbs., with a 200 lb. minimum. Capital will receive advance crated shipments at the warehouse and will provide up to 30 days free storage prior to the show. Capital will receive direct shipments at showsite on scheduled move-in day(s). Capital will provide delivery to booth, storage of empty packing materials, and return outbound shipments to the loading dock. All shipments must be accompanied by certified weight tickets. Capital reserves the right to re-weigh your Shipment(s) to determine actual weight. Consistent with trade show industry practices, there may be a lapse of time between the delivery of shipment(s) to the booth and the arrival of exhibitor or his/her representative. During this time the materials will be left unattended. Capital Convention Contractors will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material after it has been delivered to the exhibitor's booth.
Capital recommends hiring security services from the facility or Show Management. **NOTE: Capital does NOT accept any ADVANCE Materials labeled and/or designated as HAZARDOUS or FLAMMABLE. Please CALL us with any questions.**

OUTBOUND SHIPMENT(S)

Consistent with trade show industry practices, there may be a lapse of time between the completion of packing and actual pick up of materials from the booths for loading onto a carrier. During this time the materials will be left unattended. Capital Convention Contractors will not be responsible or liable for any loss, damage, theft, or disappearance of exhibitor's material between the time it is packed and when it is picked up and loaded. Capital highly recommends hiring security services from facility or Show Management. All Material Handling Agreements submitted to Capital by the exhibitor will be checked at the time of pick up from the booth, and corrections will be made where discrepancies exist between the quantities of items on the form submitted to Capital and the actual count of such items in the booth at the time of pick up. Capital shall not be responsible for loss, damage, or delay due to fire, acts of God, strikes, lockouts, or work stoppages of any kind or for any causes beyond its control. If found liable for any loss, CAPITAL'S sole and exclusive MAXIMUM liability for loss or damage to EXHIBITOR'S materials and EXHIBITOR'S sole and exclusive remedy is limited to $ .50 (USD) per pound per article with a maximum liability of $100.00 (USD) per item, or $1,500.00 (USD) per shipment, whichever is less. Capital shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues or for any collateral costs that may result from any loss or damage to an exhibitor's materials that may make it impossible or impractical to exhibit same. The consignment or delivery of a shipment to Capital by an exhibitor or by any shipper on behalf of the exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin. It is suggested that exhibitors insure all shipments from the time that they leave exhibitor's company until they are returned from the show. Your insurance carrier can add a rider to your current policy. Shipments left on the floor without forwarding instructions will be shipped out or returned to our Warehouse pending re-routing. No liability will be assumed as a result of such re-routing or handling.

ALL CHARGES ARE THE RESPONSIBILITY OF THE EXHIBITING COMPANY FOR WHOM MATERIALS HAVE BEEN RECEIVED AND HANDLED.

CAPITAL RESERVES THE RIGHT TO SHIP MATERIALS WITH THE OFFICIAL SHOW CARRIER IF EXHIBITOR CARRIER DOES NOT CHECK IN BY THE APPOINTED DATE AND TIME: **March 19, 2015 4:00 PM**.

If you have any questions, please feel free to contact Exhibitor Services at the number below.
EMAIL, MAIL OR FAX FORM TO: Capital Convention Contractors ·10 Technology Dr · Suite 40 · Hudson, MA 01749
Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com

Use these labels **only** if shipping **in advance** to warehouse

From: ______________________________
Exhibiting Company/Organization

To: Capital
Convention Contractors
c/o YRC
6990 Northern Blvd.
E. Syracuse, NY 13057

Show: Eastern Winery Exposition

Booth# ________________

Carrier ______________________________

Piece # ____ of __________

RUSH

Exhibit Material

Use these labels **only** if shipping **in advance** to warehouse

From: ______________________________
Exhibiting Company/Organization

To: Capital
Convention Contractors
c/o YRC
6990 Northern Blvd.
E. Syracuse, NY 13057

Show: Eastern Winery Exposition

Booth# ________________

Carrier ______________________________

Piece # ____ of ________

RUSH

Exhibit Material

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Show: Eastern Winery Exposition

Booth# ________________

Carrier ______________________________

Piece # ____ of ________

RUSH

Exhibit Material

NOTE: Please review the Liability and Insurance Bulletin. The consignment or delivery of a shipment to Capital Convention Contractors, Inc., by an exhibitor, or by any other shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

Use these labels **only** if shipping
Direct to Show Site

From: ______________________
Exhibiting Company/Organization

To: Capital
Convention Contractors
c/o The Oncenter
800 South State Street
Syracuse, NY 13202

Show: Eastern Winery Exposition

Booth# ____________

Carrier ______________________

Piece # ____ of ________

RUSH

Exhibit Material

Use these labels **only** if shipping
Direct to Show Site

From: ______________________
Exhibiting Company/Organization

To: Capital
Convention Contractors
c/o The Oncenter
800 South State Street
Syracuse, NY 13202

Show: Eastern Winery Exposition

Booth# ____________

Carrier ______________________

Piece # ____ of ________

RUSH

Exhibit Material

Use these labels **only** if shipping
Direct to Show Site

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Convention Contractors
c/o The Oncenter
800 South State Street
Syracuse, NY 13202

Show: Eastern Winery Exposition

Booth# ____________

Carrier ______________________

Piece # ____ of ________

RUSH

Exhibit Material

Use these labels **only** if shipping
Direct to Show Site

From: ______________________
Exhibiting Company/Organization

To: Capital
Convention Contractors
c/o The Oncenter
800 South State Street
Syracuse, NY 13202

Show: Eastern Winery Exposition

Booth# ____________

Carrier ______________________

Piece # ____ of ________

RUSH

Exhibit Material

NOTE: Please review the Liability and Insurance Bulletin. The consignment or delivery of a shipment to Capital Convention Contractors, Inc., by an exhibitor, or by any other shipper on behalf of the exhibitor, shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.

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CUSTOM EXHIBIT RENTAL ORDER FORM

Advance Order Price Deadline:March 3, 2015

All custom exhibit rentals include one header sign, standard color carpet, set-up, dismantle and opening day cleaning. Electricity is NOT included with the Exhibit Rental.

10' Rental Booth Exhibits

QTY	DESCRITPION	Advance Price	Floor Price	Amount
	Exhibit 10-A	$1,650.00	$2,062.50	
	Exhibit 10-B	$2,530.00	$3,190.00	

20' Rental Booth Exhibits

QTY	DESCRITPION	Advance Price	Floor Price	Amount
	Exhibit 20-A	$2,640.00	$3,300.00	

Additional Options

QTY	DESCRITPION	Advance Price	Floor Price	Amount
	Standard Counter–41½ "w x 21¾ "d x 42"h	$165.00	$209.00	
	Adjustable Shelves	$27.50	$35.25	
	Spot Lights (electricity not included)	$27.50	$35.25	
	Company Logo on Header Sign	$137.50	$165.00	

Material for Backwall - Choose One

FABRIC: ◯ Grey ◯ Blue
SINTRA: ◯ White ◯ Grey ◯ Black

Carpet Colors – Choose One

◯ Blue ◯Red ◯Black ◯ Grey ◯ Burgundy ◯Green

Header Copy – please print clearly

____

Letter Color: Blue◯ Red◯ Black◯

SUB TOTAL	$ ______.
NY TAX 8 %	$ ______.
GRAND TOTAL	$ ______.

ADVANCE DISCOUNT ORDER PAYMENT MUST BE RECEIVED 14 DAYS PRIOR TO MOVE-IN.

- No credit will be issued on equipment ordered and placed in your booth, either unused or after the close of the show. There is a 50% cancellation charge for orders cancelled at show-site.
- Orders cancelled after installation will be charged 100% of original price.
- All materials are on a rental basis and remain the property of Capital.
- The undersigned is responsible for all items ordered and for its condition at close of show.

PLEASE COMPLETE THE FOLLOWING INFORAMTION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name______________ Contact Person ______________ Booth # ________

Address ______________ City/State/Zip______________ Signature ______________

Phone (   ) ______________ Fax (   ) ______________ Email address ______________

If you have any questions, please feel free to contact Exhibitor Services at the number below.
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CAPITAL®
convention contractors

Custom Exhibit Booth Specials



Option 10-A

Included in your custom booth package

- Header Sign *(not backlit)*
- Standard Color Carpet
- Choice of Velcro friendly, Sintra, Slatwall or Pegboard Walls
- Tracklight with one head per panel *(power not included)*
- One Wastebasket
- Set-up and Removal
- Opening Day Booth Cleaning



Option 10-B

Included in your custom booth package

- Header Sign *(not backlit)*
- Standard Color Carpet
- Choice of Velcro friendly, Sintra, Slatwall or Pegboard Walls
- Tracklight with one head per panel *(power not included)*
- One Wastebasket
- Set-up and Removal
- Opening Day Booth Cleaning
- One 20”x117” Backwall Counter
- One 20”x39-1/2” Freestanding Counter



Option 20-A

Included in your custom booth package

- Header Sign *(not backlit)*
- Standard Color Carpet
- Choice of Velcro friendly, Sintra, Slatwall or Pegboard Walls
- Tracklight with one head per panel *(power not included)*
- Two Wastebaskets
- Set-up and Removal
- Opening Day Booth Cleaning
- Six 12” Flat Shelves
- Two 20”x39-1/2” Freestanding Counter

CAPITAL
convention contractors
10 Technology Drive, Suite 40 | Hudson, MA 01749
capitalconventions.com | Fax: 508-351-9911
877-335-3700

Eastern Winery Exposition
The Oncenter
Syracuse, NY
March 18-19, 2015

SIGN ORDER FORM

Sign Order Deadline: March 3, 2015

PLEASE NOTE: In order to receive the **discount rate** on your signs and graphics, this form **must arrive** at Capital at least two (2) weeks prior to exhibitor move-in.

CUSTOM SIGNS

Special or custom signs can be made. Prices listed are for black copy, ten words or less to be applied on white Card stock or foam core depending on size. We welcome inquiries regarding signs not listed.

QTY	SIZE	Advance Price	Floor Price	Amount
	7" x 44"	$27.50	$42.00	
	14" x 22"	$38.50	$58.50	
	22" x 28"	$66.00	$99.00	
	28" x 44"	[illegible]	$132.00	

ADDITIONAL SIGN OPTIONS

Add your company's logo and other options for an additional cost. Exhibitor must supply artwork.

QTY	DESCRITPION	Advance Price	Floor Price	Amount
	Logo	$82.50	$137.50	
	Over 10 words	$1.25	$2.25	
	Cardboard Easel Back	$4.50	$6.75	
	Directional Arrow	$5.50	$7.75	

BANNERS

Prices are based upon one color vinyl graphics applied to white 10 oz. material with grommets and up to ten words of copy. Other color materials and hanging options are available.

QTY	Dimensions	SQ.FT.	Advance Price	Floor Price	Total
______	____________ X ___________ =	____________ X	$10.00 per sq. ft.	$23.25 per sq. ft.	$ ______________

SUB TOTAL	**$**	______ **.**
NY TAX 8 %	**$**	______ **.**
GRAND TOTAL	**$**	______ **.**

PLEASE COMPLETE THE FOLLOWING INFORMATION ON EACH ORDER SHEET. I have read and understand the Liability and Insurance Bulletin included in this packet and as stated on the enclosed sheets.

Company Name ____________________ Contact Person ____________________ Booth # __________

Address ________________________ City/State/Zip______________________ Signature ________________

Phone (   ) ______________ Fax (   ) ______________ Email address ___________________________

If you have any questions, please feel free to contact Exhibitor Services at the number below.
EMAIL, MAIL OR FAX FORM TO: Capital Convention Contractors ·10 Technology Dr · Suite 40 · Hudson, MA 01749
Phone 877-335-3700 · Fax 508-351-9911 · Email help@capitalconventions.com

CONEXSYS®
LEAD RETRIEVAL

Eastern Winery Exposition
The Eastern Trade Show & Conference for Wineries & Growers

Eastern Winery Exposition 2015
March 17-19, 2015
The Oncenter Convention Center
Syracuse, New York

Exhibitor Information

Company	Booth #
Address	
City	Onsite Contact
Prov/State	Phone
Postal/Zip Code	Fax

***Early Bird Price: order and payment must be received by March 3, 2015**

The Opticon (Hand-Held Portable Scanner) — Quantity — Amount

A small, light weight & easy to carry scanner, equipped with just one key, allows for easy and straight forward use. Equipped with 128 KB of memory, it provides an economical method of collecting leads. An electronic file is provided within one business day after the show closes.
No electrical power required.

- Email To: ____________________

** No electrical outlet required **

****Early Bird Price* $200.00**

Price(After March 3rd) **$230.00**

Quantity: [ ] Amount: $

Payment

American Express, MasterCard, VISA

❑ Paying by Check

Check Payable to CONEXSYS

Tax ID #76-0704632
Total amount due in U.S. dollars

TOTAL $

Account #	Expiry Date
Cardholder *Please Print*	Signature
Ordered By *Please Print*	Email address for receipt

CANCELLATION POLICY: No refunds after March 3, 2015

Complete both sides and return to:	Please Note:
Order Online: www.conexsysleads.com **Event Code: EWE15** **Order By Fax: (877) 247-0864** ***Order By Mail:*** CONEXSYS INTERNATIONAL 100 Cummings Center, Suite 320-H Beverly, MA 01915 ***Order by Email:*** amanda@conexsys.com **For additional Information** **(978) 338-4194**	Barcode Scanners must be picked up at the Lead Retrieval Services desk located at the registration area. On-site orders see CONEXSYS at the Lead Retrieval Services desk. CONEXSYS will take reasonable precautions to ensure the safety and integrity of the data produced from this service and does not accept liability for any losses incurred resulting from missing or invalid information.

CONEXSYS®
LEAD RETRIEVAL

Eastern Winery Exposition
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Eastern Winery Exposition 2015
March 17-19, 2015
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Exhibitor Lead Menu (Optional)

Exhibitor:______________________________ **Booth:**__________

REFERENCES: (MAXIMUM 8) Ex. Sales Reps, Territories, Divisions, etc.			
1		5	
2		6	
3		7	
4		8	

PRODUCTS AND SERVICE:			
1		14	
2		15	
3		16	
4		17	
5		18	
6		19	
7		20	
8		21	
9		22	
10		23	
11		24	
12		25	
13		26	

FOLLOW UPS: (MAXIMUM 8)			
☐	1. PHONE CALL		OTHER
☐	2. SALES VISIT	☐	
☐	3. DEMONSTRATION	☐	
☐	4. QUOTATION	☐	
☐	5. SEND LITERATURE	☐	
☐	6. HOT LEAD (URGENT)	☐	
☐	7. SEE NOTES	☐	
☐	8. READY TO PURCHASE	☐	
☐	9. MAKES PURCHASING DEC.	☐	
☐	10. ORDER PLACED AT SHOW	☐	

PLEASE TYPE OR PRINT

THE ONCENTER
Meet. Play. Celebrate. Syracuse

Audio Visual Order Form

Please return to Oncenter
800 South State Street
Syracuse, New York 13202
(315) 435-8000
FAX: (315) 435-8098

Date Rec'd	By:	Payment

Name of Event: .... Date(s) of Event: .... Booth #: ....

Firm Name: .... On Site Contact: ....

Address: ....

Phone #: .... Fax#: ....

Authorized By: .... Title: .... Date: ....

PAYMENT: Check (Payable to Oncenter) / Credit Card (VISA, MasterCard, American Express)

Credit Card Number: .... Expiration Date: ....

Name on Card:

PAYMENT MUST ACCOMPANY ORDER
ALL ITEMS SUBJECT TO AVAILABILITY
NO GUARANTEED SERVICE FOR ON SITE ORDERS

A 30% SERVICE CHARGE WILL BE LEVIED ON ANY ORDERS ON SITE - PLEASE PLAN AHEAD

Item	Quantity	Amount (per day)	On Site (per day)	Total
PROJECTORS & VIDEO EQUIPMENT				
35mm Kodak Ektagraphic Slide Projector(Includes tray, zoom lens)		$30.00	$39.00	
Multi Media Projectors (1300 lumen)		$250.00	$325.00	
Multi Media Projector (2000 lumen)		$300.00	$390.00	
VHS 1/2", Video Cassette Recorder		$30.00	$39.00	
DVD Player		$50.00	$65.00	
20" TV/VCR Combo		$55.00	$71.50	
27" Color Video Monitor		$45.00	$58.50	
VHS 1/2", 27" Monitor, and cart		$75.00	$97.50	
40" LCD Display monitor with stand		$150.00	$195.00	
Overhead Projectors (Eiki)		$25.00	$32.50	
SCREENS				
70"x70" Tripod		$15.00	$19.50	
96"x96" Tripod		$25.00	$32.50	
6'x8' fastfold with drapes (front or rear)		$45.00	$58.50	
10.5'x14' fastfold with drapes (front or rear)		$85.00	$110.50	
MICROPHONES/ AUDIO				
Microphones with stand		$20.00	$26.00	
Wired Handheld Microphone		$15.00	$19.50	
Wireless Microphone (handheld or lavaliere)		$80.00	$104.00	
Portable Sound System / small group reinforcement		$100.00	$130.00	
Cassette Tape Players/Recorders		$30.00	$39.00	
CD player		$30.00	$39.00	
MISCELLANEOUS				
Flip Chart Easel with Pad and Markers		$15.00	$19.50	
Whiteboards/Corkboards, 4'x6'(includes markers & pushpins)		$25.00	$32.50	
Easels		$6.00	$7.80	
A/V tables & Carts		$10.00	$13.00	

<u>OTHER ITEMS AVAILABLE UPON REQUEST - PLEASE CONTACT YOUR SALES MANAGER</u>

Updated 8/26/10
SWU